

CHECKLIST FOR PROPOSED COSTS

Listed below are standard clarification requests. If other budgeted items are unusual and/or large in dollar value, please provide an explanation.

DIRECT LABOR DOLLARS

- ☐ All proposed salaries for the proposal are based on actuals (for any named individuals) or on established average rate(s) for labor classification(s) (for any unnamed individuals).
- ☐ Tuition Remission (TR) is consistent with University's established policies.

INDIRECT RATES AND FRINGE BENEFITS

- ☐ Fringe Benefit Rate(s) (FB) are consistent with the Contractor's actuals.
 - ☐ When possible, provide internal FB Rates or web site to rates.
- ☐ Is the Rate Agreement supplied current and does it contain rates for the fiscal year identified in the proposal? If not, please send current rate agreement.

TRAVEL

Provide travel details identifying the following:

- ☐ Number of trips
- ☐ Destination (City, State)
- ☐ Number of people traveling
- ☐ Number of days stay
- ☐ Airfare, room rates, and car rental
- ☐ Provide rationale for the purpose of travel and how it relates to the work being performed under this contract.

OTHER COSTS

- ☐ Lab fees or Laboratory support services: Explanation/Breakdown is supplied
- ☐ Equipment:
 - ☐ List out intended purchases, if details available.
 - ☐ Form DD1419 must be submitted prior to purchases.
Note: Before purchases can be made, JPL reviews and screens existing government resources.
 - ☐ General Purpose equipment should not be included as a direct charge to the contract; rather, it should be included in the Contractor's overhead.
Note: "**General purpose equipment**" is defined as equipment, the use of which is not limited only to research, medical, scientific, or other technical activities. In other words, if the equipment (such as workstations) will be used for both technical activities and office work such as word processing, spreadsheets, etc., then the equipment is considered general purpose.
- ☐ Provide rationale for special purpose equipment and how it relates to the work being performed under this contract.
Note: "**Special purpose equipment**" is defined as equipment that is used ONLY for research, medical, scientific, or other technical activities.

FOR SUBCONTRACTS:

- ☐ If JPL contracts directly with Subcontractor, then submit Subcontractor's name and point of contact.
- ☐ If subcontract is part of the Contractor's proposal, supply a copy of the Subcontractor's proposal.